



AFOA ONTARIO

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EMPLOYMENT OPPORTUNITY

Chapter Coordinator

Closing Date:	November 27, 2025
Location:	Remote within Ontario
Schedule:	Full Time – Monday to Friday – evenings and weekends may be required
Job Type:	Permanent
Reports to:	President and Board of Directors
Salary and Benefits:	\$60,000 ~ \$65,000 with pension and benefits

About AFOA Ontario

AFOA Ontario is the provincial chapter of AFOA Canada, supporting 350+ members across the province. We advance Indigenous leadership and capacity in finance, governance, human resources, and management by delivering workshops, training, and certification programs alongside First Nations communities and Indigenous organizations.

The Opportunity

We are hiring a Chapter Coordinator to keep daily operations running smoothly and support governance, member services, and workshops/events across Ontario. Working closely with the Board of Directors, you'll coordinate meetings, plan and administer workshops, manage communications, and provide executive and administrative support.

Roles and Responsibilities include, but are not limited to:

- Provide executive and administrative support to the Board of Directors.
- Researching potential workshop topics by consulting the Board of Directors, target communities and organizations to establish needed workshops and their goals and objectives.
- Plan, coordinate and promote chapter workshop and events including facilitator and board arrangements, registrations, participant and venue requirements, and evaluations.
- Prepares briefings and reports on workshops including expenses and revenues, participant numbers, along with lessons learned and suggestions for future improvements.

- Develop relationships with other regional and national staff involved in similar educational activities.
- Reports to the Board of Directors monthly at their scheduled meeting on progress, issues, etc.
- This position is a remote work situation.

Qualifications:

- Post-secondary diploma in Business Administration or related field, or equivalent experience.
- Knowledge of and familiarity with First Nations culture, languages, history, and communities.
- 3+ years experience working with Indigenous organizations or communities.
- Proven communication, organizational and project management skills is a must
- Strong interpersonal skills.
- Strong planning and organizational skills.
- Proficiency with Google Workspace (Drive, Docs, Sheets, Meet), Zoom, WordPress, Canva; familiarity with Microsoft Office and Adobe.
- Ability to work independently in a remote environment with sound judgment, discretion, and follow-through.
- Ability to travel within Ontario on occasion.

How to Apply:

E-mail your resume, cover letter, and references marked CONFIDENTIAL to Ivan Thompson, President (president@afoa-ontario.ca) with the subject line “AFOA Ontario – Chapter Coordinator – [YOUR NAME].” Applications will be reviewed as received.

Closing Date: **November 27, 2025 at 5:00 PM EST**

Thank you/miigwech for your interest. We appreciate all applications; however, only those selected for an interview will be contacted.

Indigenous Hiring Preference: Preference will be given to qualified Indigenous applicants in accordance with Section 24(1)(a) of the *Ontario Human Rights Code*. Please identify as part of your application.